

**CLOQUET AREA FIRE DISTRICT BOARD (CAFD)
MEETING MINUTES**

**December 17, 2008
Cloquet Fire Station Training Room, 3:00 p.m.**

1. Call to Order and Roll Call

Stan DeMenge, Temporary Chair, called the meeting to order at 3:05 p.m.

Members Present: Ahlgren (Mayor), Nemmers, Harms, DeMenge

Members Absent: DeCaigny absent

Staff: Langenbrunner, Olson, K Schroeder, Buhs, Meagher, Peterson, Hills, Maki, Kolodge, Roth, Toboleski, Bjorklund, and various persons coming and going

Other: Fritsinger, Eames (recorder)

2. Approval of December 17, 2008, Meeting Agenda

MOTION (Nemmers/Harms): To accept the agenda without changes. Motion carried.

3. Approval of December 3, 2008, Meeting Minutes

MOTION (Nemmers/Harms): To accept the minutes as recorded. Motion carried.

4. Old Business

A. Mission Statement: The Cloquet Area Fire District will endeavor to continually improve the safety and quality of life of the public and our members.

MOTION (Harms/Nemmers): To approve the mission statement as presented. Motion carried.

B. Fire Chief Job Description

MOTION (Nemmers/Ahlgren): To approve the job description for Fire Chief as submitted. Motion carried

C. Other Job Description Reviews

(1) Paid-On-Call (POC)

Langenbrunner reported that the Paid-On-Call job descriptions for Division Chief POC and Fire Captain POC are not ready. He will meet with Perch Lake

Fire Hall staff on December 22, 2008, to get their input.

(2) Medical Director

Langenbrunner explained that since the state requires all ambulance services to have a medical director, the essential duties and responsibilities are taken from Section 144E.265 of that statute.

Langenbrunner saw the person in this role performing more in-depth review of specific cases, training medics, etc. The station captains would review the runs to ensure that approved procedures are being followed.

In the past, Kenneth Ripp, M.D., has filled this role, providing continuous education, and reviewing runs and complaint files. Fritsinger noted that the annual budget for this person is approximately \$6,500 - \$6,700.

MOTION (Ahlgren/Harms): To approve the job description for Medical Director as submitted. Motion carried

(3) Fire Battalion Chief

The Fire Battalion Chief will perform incident command in the Chief's absence and make management decisions. There will be three Battalion Chiefs - one per shift.

MOTION (Nemmers/Harms): To approve the job description for Fire Battalion Chief as submitted. Motion carried.

(4) Division Chief - Training & Safety

MOTION (Harms/Nemmers): To approve the job description for Division Chief - Training & Safety as submitted. Motion carried.

(5) Fire Captain

The Fire Captain will be the first-line supervisor responsible for station duties.

MOTION (Nemmer/Ahlgren): To approve the job description for Fire Captain as submitted. Motion carried.

D. Update on Fire Mutual Aid Agreement Notices & Meetings

Langenbrunner reported that discussions are in progress with area communities.

E. Approval of Proposed Inter-Governmental Mutual Aid Agreement

(1) Fritsinger reported that Attorney Yetka had reviewed the Mutual Aid

Agreement. Yetka's only "flag" item was the Workers Compensation as it is questionable how this provision would be applied in a legal sense. However, it will be included since it is recommended by the League of Minnesota Cities.

Board members determined to add "Payments will be received within 30 days" to the last paragraph on page 3 under "Charges to the Requesting Party."

MOTION (Ahlgren/Nemmers): To approve the Mutual Aid Agreement with the revision on payments and subject to Attorney Yetka=s review. Motion carried.

- (2) Langenbrunner requested direction regarding communities who elect not to sign the new Mutual Aid Agreement. Board members continued the discussion as follows:
- (a) Fritsinger noted that the towns they have met with (and sent agreements to) may not be able to sign until early 2009 when their boards meet. Since all existing agreements expire December 31, 2008, the District should send a letter offering to extend the existing agreement until they have signed a new one. If the community has not signed by the end of the grace period, the Board must decide how to handle.
 - (b) Langenbrunner suggested placing a Declaratory Notice in the Pine Journal regarding towns who have elected not to sign and how this will impact citizens in those communities. Fritsinger suggested this should wait until the grace period has expired.
 - (c) Steve Olson, Perch Lake Fire Chief, reported that his department has always provided First Responder services to Sawyer and Progress Townships. It is unknown whether written agreements with those townships exist. Fritsinger emphasized that all working understandings should be addressed contractually for consistency.

F. Discussion on Process for Proceeding with New Structure

Fritsinger reported that nothing was ready for discussion.

G. Appointment of District Legal Counsel/Attorney

Fritsinger reported that the lone responder to the District's request for proposals (RFP) was Frank Yetka. His quote was \$145.00 per hour. After some discussion, the Board approved the following motion:

MOTION (Ahlgren/Nemmers): To approve the appointment of Yetka as the District's Legal Counsel/Attorney at the hourly rate of \$145.00 on an as needed basis. Motion carried.

H. Approve Fiscal Agent Arrangement with Cloquet

Fritsinger summarized details of the proposed arrangements as follows:

- (1) Currently, ambulance billing is handled in-house; after the District is in place, ambulance billing will be contracted outside.
- (2) The total estimated amount for the fiscal arrangement is \$56,868.00.
- (3) The District is set up as a separate fund within the City of Cloquet's fiscal software. This will provide ease of tracking, auditing, and clarity.
- (4) Both Perch Lake and Cloquet should contribute funds together on a quarterly basis, at the beginning of each quarter.

He discussed the possibility of tracking actual numbers over a month (sometime in the future) to see how close the estimated budget amounts are.

MOTION (Harms/Nemmers): To approve the proposed fiscal agent arrangement with Cloquet as submitted. Motion carried.

I. Update on Insurance Needs

Fritsinger has been working with Steve Micke, President, of Reliable Insurance Agency of Esko on the District's insurance needs.

5. New Business

A. Creating Goals & Objectives Relating to Furthering Mission of Fire District

Board members agreed to table discussion of this item for the next meeting.

B. Communications Plan Development, including Website

- (1) Jesse Buhs presented a demo (mock-up) of the proposed web page. The website would have both an administrative log-in to allow staff to enter calendar items, minutes, etc., and a department log-in to allow CAFD members access to the calendar and other internal communications.

Buhs estimated the cost at \$600 - \$800 to build this website and recommended a potential two-year contract to include:

- (a) Minor corrections at no extra cost
- (b) Domain name and hosting at an extra minimal monthly charge
- (c) Major changes (not likely) at an extra hourly rate

MOTION (Ahlgren/Harms): To approve the development of the proposed website to a maximum of \$800. Motion carried.

- (2) The Board agreed members and staff may distribute draft packets and minutes for early and speedy dissemination of information.

C. Review Proposed Legislative Language

Fritsinger presented a draft letter to area state legislators asking for legislation that

supports CAFD's ability to:

- (1) Automatically add new jurisdictions as they join.
- (2) Levy all jurisdictions that are members or receive a service from the District.
- (3) Levy 100% of the cost to provide service with no maximum limit.
- (4) Limit Board size to communities that provide the service. (This could be a controversial item since current regulations tie representation - membership - to the Board's ability to levy.)

Fritsinger will send the letter this week to Senator Tony Lourey and Representatives Mary Murphy and Bill Hilty. Others suggested it should also be sent to other fire chiefs, towns, and cities. Fritsinger agreed this could be done as a follow-up after initial contact with legislators. Langenbrunner will contact other Fire Chiefs for input.

6. Other/Next Agenda

A. Future Agenda Items

- (1) Review of job description: Paid-on-call Division Chief
- (2) Discussion on Proceeding with New Structure
- (3) Process of Creating Goals and Objectives Relating to Fire District Mission
- (4) Communications Plan Development including Website
- (5) Frank Yetka: Review of Personnel Policies
- (6) Update of Insurance Needs

B. Next Meeting Dates:

- (1) Wednesday, January 14, 6:00 p.m., Perch Lake Town Hall
- (2) Wednesday, January 28, 3:00 p.m., Cloquet Fire Hall

C. Action Items

7. Adjourn

MOTION (Ahlgren/Nemmers): To adjourn at 4:20 p.m. Motion carried